



COMMUNITY ACTION BOARD ADVISORY COMMITTEE

| | |
|--------------------|--|
| Purpose | <p>The CAB Advisory Committee will provide expertise, advice and assistance to the Board of Directors to enhance the quality of CAPSBC programs and services.</p> <p>The Advisory Committee will provide the professional and community input essential to the decision making process of the CAB.</p> <p>The committee will act in an advisory capacity and have no authority other than to make recommendations to the Board of Directors.</p> |
| Rationale | <p>The involvement of the various sectors of the community is crucial to ensure efficient and effective delivery of program services. The CAPSBC Bylaws gives the Board of Directors authority to:</p> <p><i>“...establish such additional committees as may from time to time be designated by resolution of the Board and which may include as members, Directors as well as staff members of the corporation and other individuals who, in the opinion of the Board, have knowledge, skills, and familiarity with respect to the remit of such committees.”</i></p> <p>The Advisory Committee will create a pool of experts knowledgeable about CAPSBC programs and services and a vehicle for filling vacancies on the Board of Directors.</p> |
| Involvement | <p>The Advisory Committee may be involved in the following ways:</p> <ul style="list-style-type: none"> ▪ Provide professional and technical expertise and support; ▪ Provide information regarding current research and best practices; ▪ Identify funding opportunities and assist in fundraising activities; ▪ Assist in the reviews and implementation of the CAPSBC Strategic Plan; ▪ Market the various programs and services of CAPSBC; and, ▪ Participate in advocacy activities on behalf of low-income families; and ▪ Encourage community engagement and involvement. |
| Commitment | <p>Membership on the Advisory Committee will require a commitment of time and effort. Members will be expected to:</p> <ul style="list-style-type: none"> ▪ Attend scheduled and specially called Advisory Committee meetings; ▪ Keep updated on CAPSBC policies, procedures and activities; ▪ Serve on working groups or ad hoc committees convened to perform specific tasks or develop specific recommendations for the CAB; and ▪ Participate in community forums, public hearings or other public activities designed to provide community input or professional expertise to the community. |
| Composition | <p>The Advisory Committee shall be comprised of a minimum of seven (7) and a maximum of fifteen (15) members selected or appointed by the CAB.</p> |

| | |
|-----------------------------|---|
| Qualifications | <p>Advisory Committee members should believe in the mission of CAPSBC, bring credibility and communicate the values of the organization.</p> <p>Advisory Committee members should reside or be employed in San Bernardino County and agree to fulfill the responsibilities and commitment of the position.</p> |
| Term | <p>Each member of the Advisory Committee shall be appointed by the CAB for a term of two (2) years subject to an annual performance review.</p> <p>The Committee Chairperson shall be selected from among the members of the Advisory Committee.</p> <p>A member may be removed by a majority of the members of the Board in office, either with or without cause.</p> |
| Conflict of Interest | <p>Advisory Committee members must adhere to CAPSBC Conflict of Interest Policy. All members shall complete the <i>Conflict-of-Interest Disclosure Form</i> and sign the <i>Conflict-of-Interest Certification</i>.</p> <p>Members shall not be compensated for their services, except for reimbursement of reasonable expenses or per diem for attending meetings and discharging responsibilities as authorized by the CAB.</p> |